



**Sept. 1<sup>st</sup> – May 31<sup>st</sup>**

- Administrative Office -

715 28th Street, South  
 La Crosse, Wisconsin 54601 USA  
 1-800-582-2267 FAX 1-608-787-8257  
 Internationally: 001-608-787-8304

**June 1<sup>st</sup> – August 31<sup>st</sup>**

- WeHaKee Camp for Girls -

N8104 Barker Lake Road  
 Winter, Wisconsin 54896 USA  
 1-800-582-2267 FAX 1-715-266-2267  
 Internationally: 001-715-266-3263

# Support Staff Reference Form

Please complete, sign and return this form to the WeHaKee Camp for Girls Administrative Office.

## Request for Reference

\_\_\_\_\_ (Applicant's Name) is applying for a summer camp position at WeHaKee Camp for Girls, an all girls residential camp owned and operated by the Catholic Dominican Sisters. The task of selecting the right staff for such an important position as summer camp leadership is difficult and we would appreciate your analysis of the above named applicant. As further action depends on your response, your prompt attention is appreciated. Your time and assistance in this matter is greatly appreciated.

Your Name: \_\_\_\_\_ Your Position/Title: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ E-Mail \_\_\_\_\_

How Long Have You Known the Applicant? \_\_\_\_\_

Relationship with the Applicant: \_\_\_\_\_

## Objective Rating

Under each general heading, please check the phrase which most accurately describes the applicant's routine behavior.

- WeHaKee staff are role models for other staff and girls ages 7 – 17. How well is this candidate able to demonstrate positive qualities including leadership, attitude and patience?
  - Poor role model. Loses patience with others often.
  - Normally successful in being a role model to others.
  - Very successful in being a role model for young people.
- Each staff member will work with others in accomplishing their work and in general camp management. How well does this candidate work with peers/associates for the good of the group?
  - Gives limited cooperation; neglects common good for own interests.
  - Cooperates with others toward accomplishment of common cause.
  - Cooperates willingly and actively regardless of self-benefit; makes things go smoothly.
- Camp is a learning environment for campers and staff where each person is asked to improve her/himself. How does this candidate react to suggestions or criticism by others?
  - Takes criticism as a personal insult and resents suggestions.
  - Listens to suggestions, but may act without considering them.
  - Follows suggestions willingly.
- Camp is a team environment; however, each staff member has personal work assignments. How responsible is she/he? Is she/he able to get things done on her/his own?
  - With constant supervision will do satisfactory work.
  - Carries out routine activity on own responsibility.
  - Exceptionally able to accomplish work without close supervision.



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5. How well does she/he apply energy and persistence in job follow through?

- Needs much prodding to complete work.
- Completes assigned tasks of her/his own accord.
- Industrious, energetic, dependable at all times.
- Unusual perseverance; does more than expected.

6. Camp staff work long hours with constant demands on their energy and attitude. How well does she/he handle emotions in stressful circumstances?

- Too easily depressed, irritated, or withdrawn; Tends to be over-emotional.
- Usually well-balanced.
- Well-balanced.

7. Camp staff members uphold safety and security standards on behalf of the campers, staff and camp. How well does this candidate uphold rules and guidelines?

- Disregards rules and guidelines.
- Follows rules and guidelines when in agreement.
- Challenges rules and guidelines and acts without considering reasons for them.
- Follows rules and guidelines.
- Upholds rules and guidelines and ensures others do as well.

## Narrative Report

Please comment on the following:

1. Describe your knowledge of the applicant's interest, ability, and experience in working in a setting with youth.

2. What qualities and skills does the applicant possess that demonstrate the ability to perform the position for which they have applied?

3. Do you know of any reason why the applicant would not be suitable to work in a setting with youth? Please explain.

4. What other information can you provide that explains why we should hire the applicant to work at WeHaKee Camp for Girls?

Respondent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_